

From: One Washington
To: Select Agency Points of Contact
Subject: Escalation Week 1: Systems/Interface Data Tab Deliverable Due April 1

There are two important and time sensitive action items below.

Thank you to those who were able to join us March 2nd for the critical milestone meeting. If you were not able to join us, we've included the key action items below, the presentation slides are attached, and a [recording of the session](#).

For the systems/interface inventory spreadsheet (OneWa-DataCollection-REVISED.xlsx)	
Action item #1	<p>By 5:00 PM on Friday, March 6: Please notify us of your agency's status (estimated % complete) for the systems/integration/data inventory tabs. Also call out any specific barriers or challenges you are facing so that we can provide appropriate support.</p> <p>Email your status to the onewa@ofm.wa.gov inbox.</p>
Action item #2	<p>By 5:00 PM on Wednesday, Apr 1: Submit the final full spreadsheet for your agency data with the appropriate information on all three tabs (systems/integration/data).</p> <p>To submit agency data:</p> <ol style="list-style-type: none">1. Locate the spreadsheet that your agency previously submitted to OFM with the systems and integrations information.2. Confirm that your agency systems/integration are still listed on the first two tabs.3. Using that spreadsheet, complete the "Data" tab.4. See the instructions tab in the spreadsheet for assistance.5. Submit the completed spreadsheet per the "Instructions" tab. <p>Reminder: Standard enterprise interfaces, such as the AFRS 950 or an HRMS GAP file, do NOT need to be added to the data tab. Confirm that standard interfaces are documented under the integration tab.</p>
Setting expectations	<p>For any agency that has not yet been able to complete and submit the Data tab by the dates below, here is the escalation path we'll follow:</p> <ul style="list-style-type: none">- March 9: Email to agency director with a status report and to ask for support, with a cc: to agency point of contact and CIO.- March 9 and 16: Email reminder to agency points of contact.- March 23: Email to agency director with a status report and to ask for support, with a cc: to agency point of contact and CIO.- March 30: Email reminder to agency points of contact.- April 2: Email to agency director and cc: to agency point of contact/CIO.

You can confirm your agency status	From now until April 1, we'll make frequent updates to the Wall of Success . If your agency has submitted final data but you don't see the correct status <i>after 24 hours</i> , please feel free to email onewa@ofm.wa.gov .
Resources	<ul style="list-style-type: none"> - March 2 critical milestone presentation slide deck – attached - March 2 critical milestone recorded session - A glossary of the roles and responsibilities of data stewards and custodians critical to meeting the April 1 deadline – attached
Who do I contact with questions or feedback?	Contact onewa@ofm.wa.gov with any questions, concerns or feedback.

Workshops

See below for the systems/interfaces workshop schedule. These sessions are opportunities for your agency to receive side-by-side support from the OneWa team. All workshops will be held in the Raad Building – **Address: 128 10th Ave SW, Olympia, WA 98501.**

DATE	TIME	LOCATION
3/4/2020	9:00am – 11:30am	Raad, room 512
3/5/2020	9:00am – 12:00pm	Raad, room 512
3/6/2020	9:30am – 12:00pm	Raad, room 512
3/9/2020	1:00pm – 3:00pm	Raad, room 512
3/11/2020	8:00am – 10:00am	Raad, room 512
3/13/2020	10:00am – 12:00pm	Raad, room 512
3/16/2020	8:00am – 10:00am	Raad, room 506 and 501
3/18/2020	8:00am – 10:00am	Raad, room 512
3/20/2020	10:00am – 12:00pm	Raad, room 512

Original audience for distribution of this invite: Select agency points of contact – the POCs on file as of the original meeting invite. The current [list of POCs is here](#) and is updated every Friday afternoon.

We appreciate the effort you're making on this request.

The One Washington Team